CURRICULUM

VITAE

OF

NATASHA

ABROUE



TO WHOM IT MAY CONCERN

I would like to thank you or offering me the opportunity of submitting my Curriculum Vitae to your company.

I regard myself as loyal, self-motivated, dedicated and very passionate about service. I am fluent in English and Afrikaans; I am computer literate and have excellent communication skills. I have a good knowledge of general business practices. I work well under pressure and see each deadline as a challenges .I also like new challenges in life and always up for something new.

Should my experience not meet your requirements at this stage, kindly keep my Curriculum Vitae on file for further positions that may become available.

Should you require a more detailed Curriculum Vitae and/or reference, please do not hesitate to contact me.

Many thanks

**PERSONAL DETAILS**

**FULL NAMES**: Natasha Abroue

**IDENTITY NUMBER:** 900821 0047 08 4

**POSTAL ADDRESS:** 395 Trouw Street

Capital Park

Pretoria 0084

**HOME ADDRESS**: 395 Trouw Street

Capital Park

Pretoria 0084

**CONTACT NUMBER**: 0823004193

**MARITUAL STATUS**: Single

**DRIVERS LICENCE**: Code 8 License

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**COMPUTER KNOWLEDGE**

-Microsoft Excel Beginner

-Microsoft Excel Intermediate

-Microsoft Excel Advanced

-Microsoft Outlook

-Microsoft Word

-Microsoft PowerPoint

-Communication Skills

-Stres and Time Management

-Conflict and Time Management

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**SECONDARY EDUCATION**

**SCHOOL ATTENDED:** Langenhoven High school

**HIGH STANDERD:** Matric

**YEAR MATRICULATED**: 2008

**SUBJECTS:** Afrikaans, English,

Mathematics Literacy,

Biology, Business

Economics & Home Economics

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**WORK HISTORY**

**FLEMIX & ASSOCIATES ATTORNEYS NEW DEPARTMENT (DEBT COLLECTING)2009-2013**

(LEGAL SECRETARY)

-Working with debtors

-Working with employers

-Client queries

-Employer queries

-Debtor queries

-Sending out the necessary query documentation

-Admin Clerk (Courts)

-Client Liaison

-Preparing Court Documents

-Preparing Legal Proceeding documents

-Administration of Court Documents

-In total follow-up, Tracking and reporting on Court documents

-Acting Team leader

**DE KLERK EN MARAIS ATTORNEYS**

-E-mail correspondence

-Filing

-Telephone answering

-Diary planning

-Typing

-Debtors

-General office duties

**STATUS DEBT COLLECTING**

-Handling new handovers

-Working with debtors

-Working with clients

-Answering phones

**VODACOM 4 U**

**ADMIN**

-Handling all new upgrades and contracts.

-Attending to repairs and cash ups for the day.

-Sending docs to head office weekly

-Answering phones

-Basic admin work

-Attending to any queries given through

**JOHAN VAN ZYL ATTORNEYS (Feb 2014 – Current)**

**PERSONAL ASSISTANT**

-E-mail correspondence

-Filing

-Telephone answering

-Diary planning

-Typing

-Assisting walk in clients

-General office duties

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**REFERENCES**

-quinton colkett

(Vodacom 4 U)

0825352588

-Carla Minnie (March 2009 – Junie 2013)

(Flemix& Associates)

012 810 4000

Het kaap toe gegaan.

-Deon Palmer (HR)(March 2009- Junie 2013)

(Flemix& Associates)

012 810 4000

Het kaap toe gegaan.

-Mr. de Klerk (January 2009 – February 2009)

(De Klerk & Marais Attorneys)

012 365 2860

Temp kontrakvir 2 maande

-Frik (Augustus 2013)

Status dc

0861 106 500

Helped out for a month

-Johan Van Zyl

012 323 9601